

Issued: April 25, 2016

**Albany Municipal Civil Service Commission  
City Hall Room 301  
Albany, New York 12207  
Telephone: (518) 434-5049**

**PLEASE POST CONSPICUOUSLY**

**AN OPEN COMPETITIVE EXAMINATION FOR ATHLETIC TRAINER, EXAM #69-298**

**FILING FEE:** \$20.00 NON-REFUNDABLE filing fee for each application submitted. Make check or money order payable to the **Albany City Treasurer**. *Include exam number and last four (4) digits of your social security number on the check.*

**TO BE HELD:** This exam will be held on-line from June 1 through June 30, 2016.

**LAST FILING DATE:** Applications must be received in this office no later than 5:00 p.m. Thursday, May 19, 2016.

Individuals who are on military leave or recently discharged from military service are permitted to file for an examination up to ten days prior to the examination.

**VACANCY:** Resulting eligible list to be used to fill vacancies in the Albany City School District.

**STARTING SALARY:** \$60,000/year

**DUTIES OF THE POSITION:** The work involves responsibility for the application of principles, methods and procedures for managing athletic injuries, which shall include the preconditioning, conditioning and reconditioning of an individual athlete who has suffered an athletic injury through the use of appropriate preventative and supportive devices under the supervision of a physician and recognizing illness and referring to the appropriate medical professional with implementation of treatment pursuant to physician's orders. The incumbent manages and supervises all athletic injuries and the return to play. In addition, the Athletic Trainer is a member of the district's concussion management team (CMT). General supervision is received by the Director of Health, Athletics and Physical Education with leeway to use independent judgment. Supervision is not a responsibility of this class.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree or higher in Athletic Training or Sports Medicine and two (2) years of experience as a certified athletic trainer.

**SPECIAL REQUIREMENT:**

Possession of a National Athletic Trainers Certificate from the National Athletic Trainers Association or completion of a course of study comparable to that required for certification by the National Athletic Trainers Association at the time of appointment.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**APPLICATION AND A COPY OF THIS ANNOUNCEMENT MAY BE SECURED AT THE ABOVE ADDRESS OR AT  
THE CITY OF ALBANY WEBSITE: <http://www.albanyny.gov>**

## **GENERAL INSTRUCTIONS TO APPLICANTS**

### **#1 AGE LIMITS:**

Unless otherwise specified in the examination announcement, there are no age restrictions. However there may be statutory restrictions on your employment if you are under 40 or over 70 years of age.

### **#2 APPLICATION FORMS:**

Forms can be obtained by visiting the:

Civil Service Commission

City Hall Room 301

Albany, New York 12207

Phone: (518) 434-5049

<http://www.albanyny.gov>

A standard application must be filed for each examination. The applicant should be certain that every question is answered and that the application is complete in all respects, including the title of the examination.

### **#3 VETERAN'S CREDITS:**

For the purpose of claiming veteran's credits on a civil service examination, an applicant must have been honorably discharged or released under honorable circumstances after serving on active duty with the armed forces of the United States during time of war.

Disabled and non-disabled veterans who establish eligibility for additional credits and are successful in the examination are entitled to have 10 and 5 points, respectively, (5 and 2.5 points in the case of promotional examinations) added to their earned scores, provided they have not used such credits to obtain permanent appointment or promotion. Veterans may determine to waive the use of their credits at any time up to the time of permanent appointment or promotion.

### **#4 TRANSCRIPTS:**

Whenever college transcripts or diplomas are requested, they should be submitted with the application for the examination or as soon thereafter as possible BEFORE the examination.

### **#5 ADMISSIONS TO EXAMINATION:**

The Commission does not acknowledge receipt of applications but all applicants are notified of the disposition of their applications. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. Applicants who have not received notice by this deadline should contact the office of the Commission.

Every candidate should bring his or her notice to appear, social security number and photo ID to the examination. Do not interpret a notice to appear for, or an actual participation in, the examination to mean

that you have been found to meet fully the announced requirements. Applicants are admitted to the examination on the basis of statements made in the application. These statements may not be verified until after the examination has been held. Those candidates not meeting the requirements are disqualified at that time.

Inquiries may be made as to character and ability of candidates. All statements made by candidates in their applications are subject to verification.

### **#6 SATURDAY SABBATH OBSERVERS & HANDICAPPED PERSONS:**

If special arrangements for testing are required, indicate this on your application form.

### **#7 RATINGS REQUIRED:**

This examination will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations, will apply to this examination.

### **#8 MEDICAL EXAMINATIONS:**

Candidates may be required to have a medical examination to determine if they are physically capable of performing the duties of the position.

### **#9 ELIGIBLE LISTS:**

Eligible lists are established for a minimum duration of one year but may be extended by the Commission before expiration, for a total of no more than four years.

Changing conditions may make it necessary to certify to future vacancies at higher or lower salaries than those originally announced.

### **#10 CHILDREN OF POLICE/FIREFIGHTERS KILLED ON DUTY CREDITS:**

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**FILE YOUR APPLICATION IMMEDIATELY  
AN EQUAL OPPORTUNITY EMPLOYER**

## SCOPE OF THE EXAMINATION

- There will be no written or oral test for this examination. If you meet the minimum qualifications, you will receive a rating based upon an evaluation of your training and experience against the duties of the position being tested.
- Candidates must first complete an examination application and return it to the **Albany Municipal Civil Service Commission** on or before the last filing date of **Thursday, May 19, 2016 at 5:00 p.m.**
- Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire.
- The Training and Experience Questionnaire will be available on **June 1, 2016**, and approved candidates will be required to complete and submit this questionnaire between **June 1, 2016** and midnight, **June 30, 2016**. *NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of Thursday, May 19, 2016.*
- Candidates who fail to submit a questionnaire by midnight, **June 30, 2016**, will not receive a rating.

**CROSS-FILER STATEMENT:** If you have applied for other Civil service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and local government examinations, you must notify the City of Albany of your intent to take both a State and a local government examination. When taking both a State and a local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for other local government examinations, call or write to each Civil Service agency to make arrangements. You must make your request for these arrangements no later than 14 days before the date of the examination. You must notify all local government Civil Service agencies with which you have filed an application of the site where you wish to take your examinations. A cross-filer application must be completed for City of Albany examinations.

**VETERAN'S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a “Request for Application Fee Waiver and Certification” form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. “Request for Application Fee Waiver and Certification” forms may be obtained at the Albany Municipal Civil Service Commission Office: Albany City Hall Room 301, Albany, New York 12207**